

Arizona Department of Agriculture

Agricultural Consultation and Training



SPECIALTY CROP BLOCK GRANT PROGRAM – FARM BILL (SCBGP-FB)

PRE-AWARD WORKSHOP

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Today's topics



- SCBGP-FB Overview
- Eligible Applicants
- Eligible Projects
- Instructions for Downloading Forms and Submitting Completed Application Packets
- *Application Packet*
- Application Checklist
- Application Deadline(s)
- *Evaluation Process*

SCBGP-FB Overview



PROGRAM AUTHORITY

DEFINITION

PURPOSE

PREVIOUS FUNDING CYCLES

CURRENT FUNDING CYCLE

Program Authority



- Specialty Crops Competitiveness Act of 2004 (7.U.S.C. 1621 note)
- Amended under Sec. 10109 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill) Mandatory outlays in FY09 - \$49M; FY10 – FY12 each \$55M
- Extended by the American Taxpayer Relief Act of 2012 (H.R. 8), section 701 for FY13.
- **Agricultural Act of 2014 (Farm Bill) provides \$72.5M in FY14-FY17 and \$85M in FY18.**
- Under the Act, the Secretary of Agriculture is directed to make grants to state departments of agriculture to be used to enhance the competitiveness of specialty crops. USDA – Agricultural Marketing Services (AMS) is the administrator.
- Arizona's allocation has been reduced due to a new allocation formula that calculates grant amounts based on the average of specialty crop cash receipts and specialty crop acreage in each state.

Definition



Specialty Crops are defined as fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture).

Also includes:

- Christmas Trees
- Cut Flowers
- Maple Syrup
- Honey
- Hops
- Tea Leaves

More at: <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

Purpose



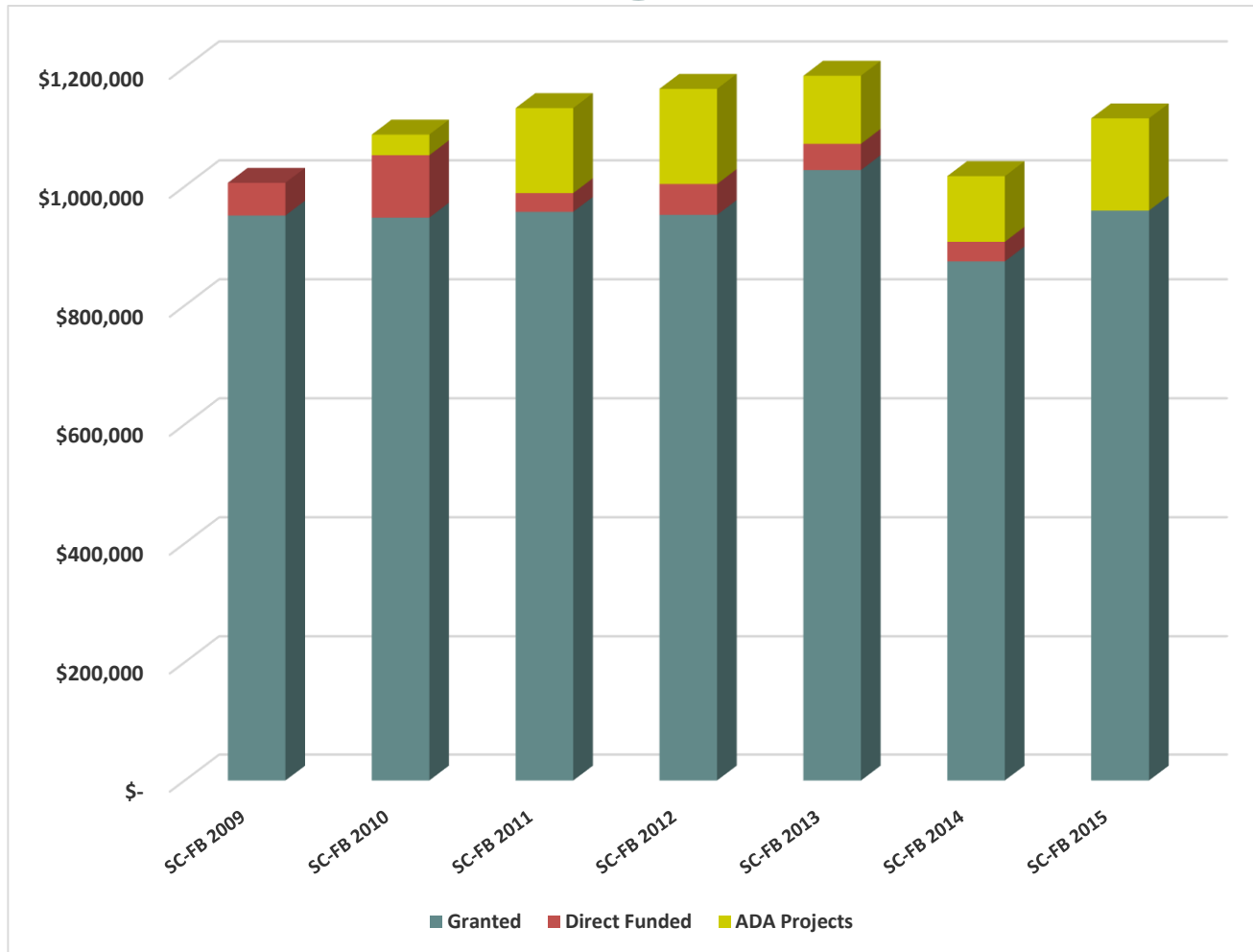
- **Solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops
- Benefit more than one commercial product, organization or individual

Previous Funding Cycles

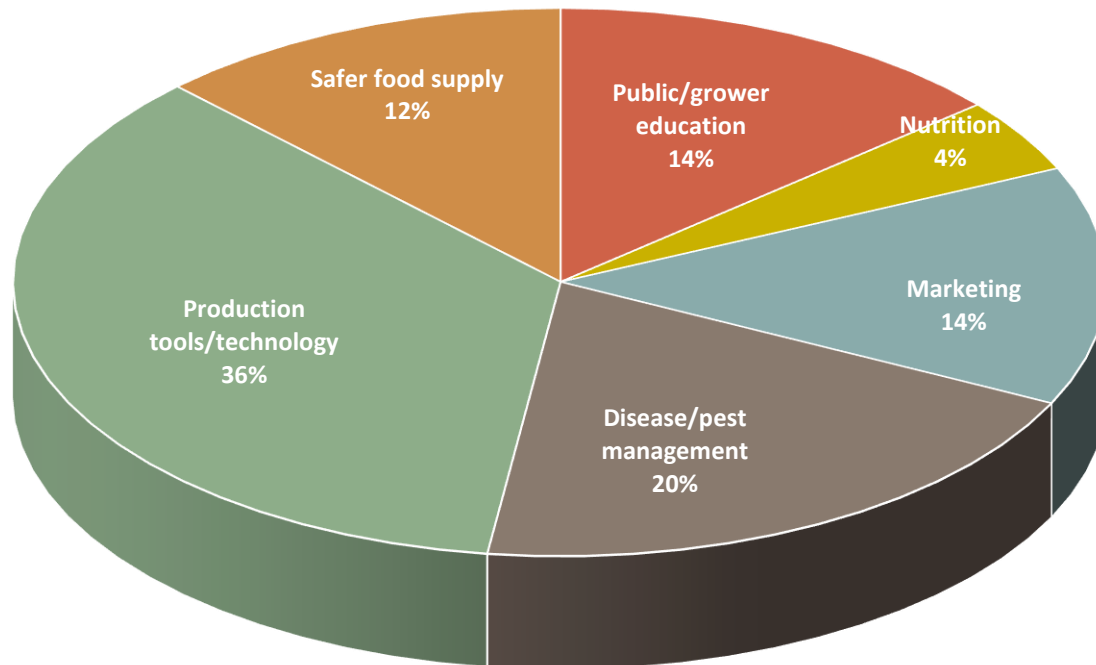


CYCLE	GRANT AWARD TO ADA	EXPIRATION DATE
SCBGP-FB09	\$1,113,922.37	9/30/2012
SCBGP-FB10	\$1,175,326.21	9/30/2013
SCBGP-FB11	\$1,172,102.32	9/29/2014
SCBGP-FB12	\$1,265,138.45	9/29/2015
SCBGP-FB13	\$1,318,053.18	9/29/2016
SCBGP-FB14	\$1,105,843.55	9/29/2017
SCBGP-FB15	\$1,215,126.59	9/29/2018
Total	\$8,365,512.67	

Previous Funding Cycles



Previous Funding Cycles



Current SCBGP-FB16 Cycle



- AMS has announced the amount that Arizona will receive which has been significantly reduced.
- ADA projects that approximately \$840,000 will eventually be available for this funding cycle.
- ADA plans to award multiple grants from these funds.
- ADA may place a per application cap on grant awards.
- USDA, as the funding source, has the final approval over all grant projects.

Eligible Applicants



APPLICANTS

REQUIREMENTS

Eligible Applicants



- State and/or local organizations
- Producer associations
- Academia
- Community based organizations
- Other specialty crop stakeholders
- Individuals are eligible, but they must demonstrate a benefit to others as well.

Eligible Applicants



- As single entities or in combined efforts
- Regional or multi-state projects should apply under the new SCMP
- More than one application per applicant may be submitted
- Prioritize submissions

Eligibility Requirements



- Must provide a Data Universal Numbering System (DUNS) number
- Register in SAM.gov if awarded
- Register and participate in the E-verify program if defined as an employer in [A.R.S. § 23-211\(4\)](#)
- Provide evidence of lawful presence in the United States

Eligible Projects



PURPOSE

STAKEHOLDER PRIORITIES

OTHER INDUSTRY ISSUES

EXAMPLES

RESTRICTIONS AND LIMITATIONS

Purpose



- **Solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops
- Benefit more than one commercial product, organization or individual

Enhancing the Competitiveness of Specialty Crops



- **research**
 - promotion
 - **marketing**
 - nutrition
 - trade enhancement
 - food safety
 - food security
 - plant health programs
 - **education**
 - “buy local” programs
- increased consumption
 - increased innovation
 - improved efficiency and reduced costs of distribution systems
 - environmental concerns and conservation
 - product development
 - developing cooperatives

Enhancing the Competitiveness of Specialty Crops



- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Increasing opportunities for new and beginning farmers;
- Improving efficiency and reducing costs of distribution systems;
- Assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors;

Enhancing the Competitiveness of Specialty Crops



- Investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- Enhancing food safety;
- Developing new and improved seed varieties and specialty crops;
- Pest and disease control;
- and Supporting the growth of organic specialty crops.

Examples of Unacceptable Projects



- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- **A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.**
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

Examples of Acceptable Projects



- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- **A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.**
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Other Projects



- Projects that support biobased and bioenergy programs should visit the USDA energy website at: www.usda.gov/energy/matrix/Home
- Projects that support farmers' markets that do not solely enhance the competitiveness of eligible specialty crops should visit the Farmers' Market Promotion Program website at: <https://www.ams.usda.gov/services/grants/fmpp>

Other Projects



- Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the Food Insecurity Nutrition Incentive (FINI) Grant Program at: <http://nifa.usda.gov/program/food-insecurity-nutrition-incentive-fini-grant-program>
- [Section 10010 of the Agricultural Act of 2014](#) provides funding specifically for multistate projects. Guidelines for the new Specialty Crop Multi-State Program (SCMP) can be found at <http://www.ams.usda.gov/services/grants/scmp>.

Restrictions and Limitations



- Political and lobbying activities
- Supplement State funds, not replace
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges
- Capital expenditures for special purpose equipment over \$5,000 need prior approval
- Rental costs of buildings and equipment allowable

Project Duration



- Approximate time period

October 1, 2016* – September 29, 2018

*Start date can be adjusted to accommodate pre-award costs.

- Limited no-cost extensions
- Encourage applicants to allow extra time to complete projects, collect and analyze data and submit reports.

New Application Process



STEP 1 - DOWNLOAD THE APPLICATION PACKET FILES

STEP 2 - COMPLETE THE APPLICATION PACKET FILES

STEP 3 - SUBMIT THE APPLICATION PACKET FILES

Instructions



- **It is highly recommended that you visit the webpage and review the instructions in Section II.H. as soon as possible to become familiar with the following application steps.**
- **They are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.**
- **If you have technical difficulties during the process, please contact us during regular business hours.**

System Requirements



- **To complete the application steps, your computer system must have the following:**
 - Internet access
 - Microsoft Word
 - Adobe Acrobat Reader
- **Access the SCBGP private solicitation web page at:**
http://gn.ecivis.com/GO/gn_redir/T/l1wri8b8siil

Application Packet



APPLICATION PACKET REQUIREMENTS

APPLICATION COVER SHEET

PROJECT PROFILE TEMPLATE

Application Packet



- Each application packet is made up of 2 major elements:
 - ✦ Application Cover Sheet
 - ✦ Project Profile Template

Application Packet



- Each application packet must include required sections in the proper format
- Each application cover sheet must be signed by an authorized signer (defined on page 3 of the Grant Manual)
- The project proposal must be 11 or 12 pitch Times New Roman font, 8.5 X 11, 1 inch margins (already defined in template)
- No more than 16 pages (1 page for Application Cover Sheet, 15 pages for Project Profile Template)
- Must use form and template available on-line

Application Cover Sheet – Appendix B



- Must use fillable PDF form available on-line
- Company/Organization Name – *The name of the company/organization that the grant award agreement will be with*
- Grant Project Contact– *person directly responsible for executing the objectives in the project proposal*
- Grant Management Contact – *person directly responsible for the administration of the grant (i.e. budget reports, amendments, etc.)*
- Provide DUNS # - *or indicate whether one has been applied for*
- Project Title must be no more than 6 words
- Must be signed by an authorized signer
- Upon completion, the form must be printed, signed and scanned as a new PDF document.

Application Cover Sheet – Appendix B



Specialty Crop Block Grant Program Application Cover Sheet

Company/Organization Name: _____

DBA: _____

Grant Project Contact: _____
Principal Investigator for University

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Grant Management Contact: _____
Administrator

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Tax ID: _____ DUNS #: _____ DUNS # Applied For? ☐ Yes ☐ No

County of Project: _____

Legislative District: _____ Congressional District: _____

Is this a multi-state project? ☐ Yes ☐ No List partnering state(s): _____

Project Title (limited to **SIX** words): _____

Project Begin Date: _____ Project End Date: _____

Funding Amount Requested: _____

Specific Specialty Crop deriving benefit from grant (For example: "Iceberg Lettuce" instead of "Vegetables" or "Lettuce.")

I hereby certify that the information in the application packet is true and correct to the best of my knowledge.

Authorized Signature _____ Date: _____

Printed Name _____

Project Profile – Appendix C



- Must use Microsoft Word template available on-line and contain the following:
 - ✦ Project Title (no more than 6 words)
 - ✦ Project Duration
 - ✦ Application Organization and Summary (250 words or less)
 - ✦ Project Purpose
 - ✦ Project Impact
 - ✦ External Project Support
 - ✦ **Expected Measurable Outcomes**
 - ✦ Project Funding
 - ✦ Budget Narrative

- Must not exceed 15 pages

Project Profile Template – Appendix C



Appendix C

SCBGP PROJECT PROFILE TEMPLATE

The acceptable font size for the narrative is 11 or 12 pitch, single spaced with all margins at 1 inch. The following information must be included in the project profile. The profile cannot exceed 15 pages in length.

PROJECT TITLE

Provide a descriptive project title in 6 words or less in the space below.

<Click here to enter project title>

DURATION OF PROJECT

Start Date: Start Date

The start date is subject to approval and pre-award cost restrictions indicated in the Budget Narrative section.

End Date: End Date

No later than September 30, 2018.

APPLICANT ORGANIZATION AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- 1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,*
- 2. Any applicable project partners,*
- 3. A concise outline the project's outcome(s), and*
- 4. A description of the general tasks to be completed during the project period to fulfill this goal.*

FOR EXAMPLE:

The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

<Click here to enter the Applicant Organization and Summary. Limited to 250 words.>

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

<Click here to enter the specific issue, problem or need.>

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.

<Click here to enter the 1st objective.>

<Click here to enter the next objective or delete>

<Click here to enter the next objective or delete>

Add other objectives as necessary

<http://nrgiculture.az.gov>

Project Title



- No more than 6 words

Duration of Project



- *The start date is subject to approval and pre-award cost restrictions indicated in the Budget Narrative section.*
- *The end date can be no later than September 30, 2018.*

Applicant Org and Summary



- Include a project summary of 250 words or less **suitable for dissemination to the public.** A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:
 - The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,
 - Any applicable project partners,
 - A concise outline of the project's outcome(s), and
 - A description of the general tasks to be completed during the project period to fulfill this goal.

Summary Example



The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

Project Purpose



- What is the specific issue, problem, interest or need to be addressed?
- Provide a listing of the objectives that the project hopes to achieve.

Project Impact



- Number of beneficiaries.
- Socially disadvantaged farmer or rancher?
- Beginning farmer or rancher?

External Project Support



Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).

Expected Measurable Outcomes



- You must choose at least one of the eight outcomes listed in the [SCBGP Performance Measures – Appendix D](#), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.
- Provide at least one indicator listed under the outcome and the related quantifiable result.

FOR EXAMPLE: Outcome 2, Indicator 1.a.

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

- If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.
- Marketing and promotion projects MUST use Outcome 1 and the ONLY corresponding indicator.

Expected Measurable Outcomes (cont.)



- Miscellaneous outcome measures – not recommended
- Data collection to report on outcomes and indicators
- Sharing results

Project Funding



- Project possible without grant funds?
- Meet outcome(s) with reduced budget?
- A positive response will not automatically lead to non-award.

Budget Narrative



- Please do not use arbitrary estimates when developing a project's budget. If awarded, the project budget may require further detail and the estimates provided will need to have some research behind them to justify each budget line item.
- Clearly show the federal funds that support the project – **in whole dollars only.**
- Use tables provided in Project Profile Template.

Budget Narrative



- ***No administrative/indirect costs may be allotted to the budgeted project.***
- Consult Appendix E for more details on allowable/unallowable costs and activities.
- Matching funds are highly encouraged. If matching funds are included, show these funds separately at the end of the narrative.

Pre-award Costs



- **Pre-award costs are allowable**, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded. A grantee may incur pre-award costs without prior approval from the ADA, **at its own risk**. The incurrence of pre-award costs in anticipation of an award imposes no obligation on the ADA or AMS SCBGP to award funds for such costs.
- Pre-award costs are defined as those costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency and the ADA. [2 C.F.R. § 200.458](#)

Budget Narrative (cont.)



- **Personnel**

- Name/position title, percent of FTE, corresponding salary for FTE, total

- **Fringe Benefits**

- Name/position title, rate and total

- **Travel**

- Details per table in template
- Justification for each trip
- Conforming with travel policy*

Budget Narrative (cont.)



- Special Purpose Equipment – 1 year useful life and cost of \$5,000 or more
 - Details per table in template
 - Justification for each
- Supplies – cost under \$5,000
 - Details per table in template
 - Justification for each (categorize like items)

Budget Narrative (cont.)



- **Contractual**
 - Details per table in template
 - Justification and details for each contract
 - Contractor/Consultant hourly rates may not exceed the salary of a GS-15 step 10 Federal employee in your area, excluding travel and subsistence costs. See www.OPM.gov
 - Conforming with procurement standards

Budget Narrative (cont.)



- Other – provide details per table
 - Conferences/Meetings – no meals
 - Communications
 - Speaker/Trainer Fees
 - Publication costs
 - Data collection
 - Etc.

Budget Narrative (cont.)



- **Program Income**

- Indicate the nature or source of program income, how you will reinvest the income to be used to further enhance the competitiveness of specialty crops and the estimated amount

- **Matching Funds**

- Indicate the nature or source of any matching funds that will be provided for the project.

Exclusions



- No administration/indirect costs may be allotted to the budgeted projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at:
<http://www.gao.az.gov/publications/SAAM/default.asp>.
- Funding cannot be utilized for meals, with the exception of per diem meals consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).
- For more exclusions see Appendix E – Allowable/Unallowable Costs and Activities.

Application Checklist



**PROVIDED TO HELP FACILITATE THE
COMPLETENESS OF YOUR APPLICATION**

Application Packet Checklist



- Application packets must be submitted electronically on-line at:
http://gn.ecivis.com/GO/gn_redir/T/l1wri8b8siil
- Signed Application Cover Sheet – PDF Form
- Project Profile Template – Microsoft Word
 - No more than 15 pages

Application Checklist– Appendix A



Appendix A

SCBGP-FB CHECKLIST

- ☐ **Application packets must be submitted electronically on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siil.

It is highly recommended that you visit the webpage above and review the instructions in Section II.H. as soon as possible to become familiar with the on-line application process.

Each application packet should include the following:

- ☐ **Eligible Specialty Crop**
The commodity(s) deriving benefit from the grant is/are eligible under the USDA-AMS “Definition of Specialty Crops”. See page 8.
- ☐ **Signed Application Cover Sheet**
Must be completed in **fillable PDF form**, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.
- ☐ **Project Profile**
Must be completed in **Microsoft Word SCBGP Project Profile Template**. Not more than FIFTEEN pages total.

**COMPLETED APPLICATION PACKETS MUST BE SUBMITTED
NO LATER THAN 11:59:59 p.m. (MST), APRIL 18, 2016**

Application Deadlines



EARLY REVIEW DEADLINE

FINAL DEADLINE

Application Packet Deadlines



- Applications can be submitted for early review for **completeness only** by ADA Staff. The early review deadline is:
Wednesday, April 6, 2016 @ 11:59:59 pm (MST)
- **Please follow instructions in section II.H. to submit application packets for early review.**
- Final Application deadline is:
Monday, April 18, 2016 @ 11:59:59 pm (MST)

Evaluation Process



PRE-SCREENING PROCESS

EVALUATION CRITERIA

TIMELINES

Pre-Screening



- ADA staff will screen the application packets according to the Application Packet Screening Criteria in the grant manual. Only application packets that adequately address the criteria listed will receive further consideration for an award.

Evaluation Criteria



- The Evaluation Team will first assess to what extent the proposed project does the following:
 - i. enhances the competitiveness of the specialty crop(s) benefiting from the project;
 - ii. **clearly defines a challenge** that is facing today's Specialty Crop industry or a lack of education about and/or access to specialty crops and indicates a project that **assists in finding a solution**;
 - iii. includes well justified and appropriate budget information; and
 - iv. is feasible.

Evaluation Criteria



- For those application packets receiving further consideration (not eliminated by the previous two processes), the Evaluation Team will use the following criteria to rate the application packets and make recommendations for funding to the ADA Director.

Evaluation Criteria



Weight	Criteria	Rating
40%	To what extent will the proposed project enhance the competitiveness of the specialty crop(s) benefiting from this project?	0 to 5 with 0 being the lowest and 5 being the highest
30%	To what extent does the proposal clearly define a challenge that is facing today's Specialty Crop industry and indicate a project that assists in finding a solution?	0 to 5 with 0 being the lowest and 5 being the highest
10%	How will the results of the project or the project itself be shared with the appropriate target audience(s)?	0 to 5 with 0 being the lowest and 5 being the highest
10%	Does the budget align with the activities of the project and only contain necessary costs?	0 to 5 with 0 being the lowest and 5 being the highest
10%	Are matching funds or in-kind contributions being provided for the proposed project?	0 to 5 with 0 being the lowest and 5 being the highest

Reporting Requirements



- Quarterly reports are required
- Expenses are only reimbursed quarterly
- Source documentation, receipts, invoices, etc. are required

Reporting Periods

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

Report Due on or before

January 31

April 30

July 31

October 31

Timelines



SCBGP-FB16 Timeline

April 6, 2016 – 11:59:59 pm (MST)	Early review deadline
April 18, 2016– 11:59:59 pm (MST)	Final application deadline
April 19, 2016– 8:00 am	Reading of applications into public record
April 19 - 25, 2016	Pre-screening and distribution to evaluators for review and scoring
Week of May 16, 2016	Evaluator meeting and recommendations to the Director

Timelines



SCBGP-FB16 Timeline (Cont'd)

End of May, 2016	Notification of ADA award and inclusion in the State Plan (contingent upon approval from AMS)
June thru September , 2016	ADA sub-grantees work with Grant Coordinator on necessary revisions for State Plan
<i>July 6, 2016</i>	State Plan deadline to AMS
August or September, 2016	Notification of State Plan approval
September or October, 2016	Grant Award Agreements in place – effective no sooner than October 1 st

SCBGP Contacts



For questions, please call:

Lisa James
SCBGP Grant Program Manager
Phone: (602) 542-3262
E-mail: ljames@azda.gov

Ashley Estes (Worthington)
SCBGP Grant Program Coordinator
Phone: (602) 542-0972
E-mail: aestes@azda.gov

Toll Free Outside Maricopa County: (800) 294-0308

Fax: (602) 364-0830

- **Application packets must be submitted electronically on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/1wri8b8siil
- **It is highly recommended that you visit the webpage above and review the instructions in Section II.H. as soon as possible to become familiar with the on-line application process.**

QUESTIONS?

